DEPARTMENT: Business Technologies   **PRIORITY:** 10
PROGRAM: Administrative Assistant AAS

INITIATIVE TITLE: Develop user support courses in collaboration with CIT Department to integrate into program.

DESCRIPTION: Administrative assistants are increasingly involved in the resolution of computer problems in the office environment. Employers have greater expectations for computer support skills from administrative assistants. These classes will provide the skills and abilities that are expected by employers and enhance employability of graduates. This is a feasible project to be completed on Main Campus. The 100 students in the Business Technologies department's Administrative program would benefit from the development of these courses. Students will have a better skill set to offer employers when they seek Administrative Assistant positions.

RESOURCES NEEDED: Need for resources are not anticipated to initiate discussions between BT and CIT to explore this idea. Curriculum development money could be needed if any curriculum redesign is indicated.

FUNDING SOURCES: Curriculum Development funds if needed.

ORG/PROG CODES:

INITIATIVE ARTICULATION WITH COLLEGE'S VISION, MISSON, & GOALS: This initiative supports the college's Mission to provide quality educational opportunities for Professional Technical and Lower Division College Transfer programs, skill upgrading, and career enhancement. The appropriate level of skills enables students to meet business development and career enhancement goals. This initiative also correlates with the Core Values of Learning, Innovation, and Accessibility and is a direct response to technological change experienced by businesses in Lane County.